

# Scan to Email on a Ricoh Copier

## Definitions:

**Hard Buttons** -The hard plastic buttons that are on the face of the copier.

**Soft Buttons** -Buttons that are on the screen of the copier.

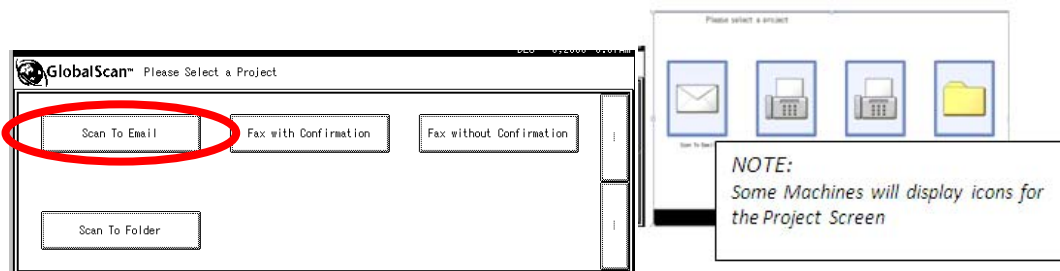
**Project Button** – When pressed will return to the home screen.

**Logout Button**- Will log you off after faxing with confirmation.

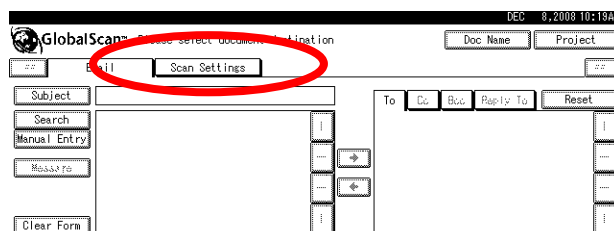
## **Scan to Email:**

(Please note some models may have an intermediary screen after pressing the scanner hard button. Please select GLOBAL SCAN on that screen if it appears. The Scanner soft button will no longer work.)

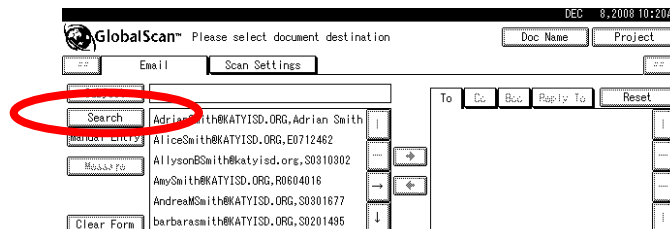
1. Place document to be scanned in document feeder.
2. Select the **[Scanner]** hard button. If the Scanner / Global Scanner page shows, select GLOBAL Scan
3. On the Project Screen select **[Scan to Email]** soft button.



4. Press **[Subject]** button.
5. Enter name of subject using keyboard on screen. Press **[OK]** to enter subject on form.

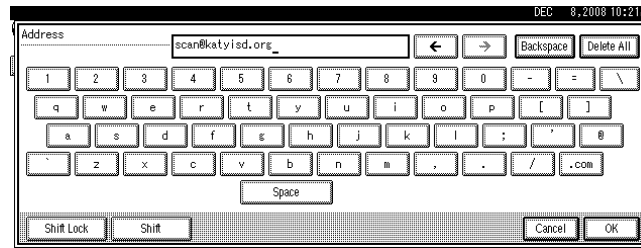


6. Press **[Search]** soft button.

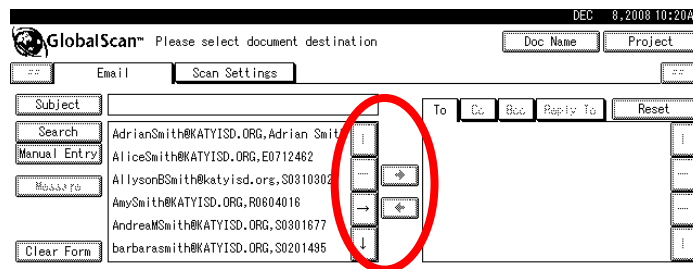


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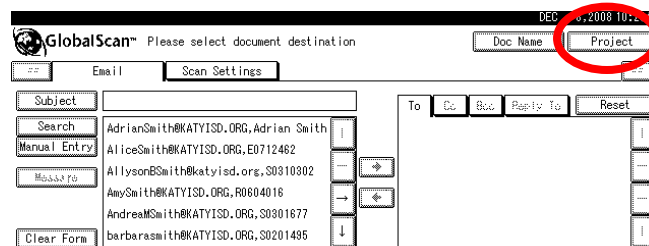
7. Enter Last name of Katy ISD employee that will receive the file using the keyboard on screen. Press **[OK]** to enter name onto search screen.



8. Use **[Up and Down arrows]** to locate name of Katy ISD employee. Highlight the name, and press the **[right facing arrow→]** to move the name into the **TO** window. If you make a mistake, select the name in the **TO** window and press the **[left facing arrow←]** to remove the name.



9. Press the **[Green]** hard button to scan document to email.
10. If you have other documents, put them in the feeder tray and press the **[Green]** hard button on machine.
11. Once scanning to email is complete, press the **[Project]** soft button in the upper right hand corner of the screen to remove form information.



12. Press the **[Copy]** hard button on right of machine to return to copy screen.